

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-220	Page: 1	of: 2
Title: Examination Security and Review		
Regulatory Authority: 12VAC5-31-1550		
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- A. **Examination Security** - All examination booklets are the property of the Office of Emergency Medical Services. Individuals taking an examination may not copy or make recordings of any material from the examination. Failure to return an exam booklet will subject the individual to disqualification for certification.
- B. **Giving or Obtaining Information Prohibited** - Giving or obtaining information or aid prior to, during or following any exam, as evidenced by direct observation of the state examination administrator(s), subsequent analysis of examination results or other prohibited acts, may be sufficient cause to terminate Candidate participation, to invalidate the results of a Candidate's examination, to take enforcement action against other involved persons, or to take other appropriate action even if there is no evidence of improper conduct by the Candidate. In these cases, the Office reserves the right to delay processing of examination results until a thorough and complete investigation may be conducted.
1. Unauthorized giving or obtaining information will include but not be limited to:
 - a. Giving unauthorized access to secure test questions.
 - b. Copying or reproducing all or any portion of any secure test booklet.
 - c. Divulging the contents of any portion of a secure test.
 - d. Altering candidate's responses in any way.
 - e. Making available any answer keys.
 - f. Providing a false certification on any test security form required by the Office.
 - g. Retaining a copy of secure test questions.
 - h. Falsely taking any examination, or part thereof, on behalf of another individual.
 - i. Participating in, directing, aiding, or assisting in any of the acts prohibited by this section.
 2. For the purposes of this section the term "secure test" means any item, question, or test that has not been made publicly available by the Office.
 3. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Office in test development or selection, test form construction,

standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Office, are necessary and appropriate.

- C. **Examination Review Prohibited** - Under no circumstances will written examination materials be provided to course coordinators/instructors, physician course directors or Candidates for their review.